

***New Jersey Department of Transportation***  
1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600

***Baseline Document Change Announcement***



**Construction Cost Estimation Preparation Manual**

**BDC04T-08**

**August 19, 2004**

**Subject: Release of Annual Update of the Construction Cost Estimation Preparation Manual for Preliminary Design– (English Units and Metric Units)**

The cost factors used in the Construction Cost Estimation Preparation Manual (English and Metric versions) have not changed from last year. Therefore, please continue to use the July 2002 edition of the Construction Cost Estimation Preparation Manual (English Units and Metric Units) for use in the annual update of Construction Cost Estimates, for use in initial submissions, and for changes in the scope of a project.

**Instructions to Designers**

The Construction Cost Estimate for all projects under design that have not made a final submission shall be updated in accordance with the current guidelines and forms and shall be submitted to the Project Manager by September 3, 2004. These revised costs will be used to develop the fiscal year 2004 construction program and beyond. A final estimate using the Contractor Payment System Front End (CPSFE) program is acceptable if the design of the project has advanced far enough to have the quantities developed. If a CPSFE estimate is submitted, the Designer shall still include the appropriate Construction Engineering (CE), Change Order Contingency, Utility, and ROW amounts. In addition, estimates shall be revised whenever there is a significant change in the scope of a project. Also, for your convenience, a spreadsheet for the initial estimate is available on the NJDOT website. Please read the manual first for the proper usage of the spreadsheet.

**Instructions to Project Managers**

Project Managers must notify the designers of all projects that are under design that have not yet made a final submission to submit an updated estimate. If a Final Design submission was made and it is more than six months old, a revised estimate using the CPSFE program shall be submitted. The Project Manager will review all estimates to ensure that the Designer is using the current forms and is using the appropriate Classification. The Project Manager will also verify the Utility and ROW costs with the respective Bureaus. The Project Manager will input all the required information into the Project Reporting System (PRS) Budget Information Tab after

completing the review of the estimates. If the Project Manager finds that a submitted estimate is unsatisfactory, the Cost Estimators in the Quality Assurance Bureau are available for guidance.

This BDC supersedes BDC03T-7, dated August 3, 2003.

Recommended By:

*Original Signed by*

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Lynn D. Rich  
Director,  
Quality Management Services

BJS: KS: GL

Approved By:

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F. Howard Zahn  
Assistant Commissioner,  
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